

We can't make  
taxes fun ...



but we can make  
them easy.

*E-File*

Fast. Easy. Accurate.



E-File.  
The easy  
electronic option  
for filing your  
sales and use tax  
return.

## What is E-filing?

E-filing is a way to file your sales and use tax return over the Internet instead of by mail.

## Who can E-file? \*

You can E-file if you

- Are a registered seller with only one business location, and you
- File an EZ sales and use tax return (Form BOE-401-EZ) or a Form 401-A with Schedule A only.

## Why should I E-file?

### *It's fast*

- Just log on to the Internet, register, and complete your return.
- No need to mail a check. If you owe tax, you can transfer funds directly from your account to ours.

### *It's accurate*

We do the calculations for you.

### *It's convenient*

- File from home, your office, or anywhere you can connect to the Internet.
- There's no postage cost—and no need to worry about your return being lost or delayed in the mail.
- File when it suits you and schedule your return and payment processing for any day up to the return due date.

### *It's confirmed*

You'll receive instant confirmation that your return and payment have been accepted.

### *It's low cost or free!*

\* Please note: Mandatory EFT and prepayment accounts may not E-file at this time.

## How do I get started?

- Log on to our website at [www.boe.ca.gov/electsrv/efiling/srvprovider.htm](http://www.boe.ca.gov/electsrv/efiling/srvprovider.htm) and select *BOE-file* or a service provider.
- Follow the easy step-by-step instructions to register and begin!

## What do I need with me when I E-file?

- Your sales and use tax account number.
- Your user ID and password (you choose them when you register).
- Your sales and deduction information for the filing period.
- If you owe tax: a check so you can supply the account number and the transit and routing number of the bank account you will use for your payment.

## What if I need help while I'm E-filing?

- Use the online help or
- Contact the service provider by phone or e-mail.

## What should I do when I'm done?

- Print a copy of the confirmation page for your files.
- Celebrate all the time you saved!

## For more E-filing information

Please contact

**Board of Equalization Information Center**

800-400-7115

TDD/TTY: 800-735-2929

E-mail: [cats\\_web@boe.ca.gov](mailto:cats_web@boe.ca.gov)

**Log on to our website at  
[www.boe.ca.gov](http://www.boe.ca.gov)  
and E-file today!**



## E-filing options and services

E-file directly through our BOE-file system or use a service provider. See options and services below.

|   | BOE-File | EfileSalesTax | FileYourTaxes                            |
|---|----------|---------------|--|
| <b>Your cost</b>                                | Free     | \$4.95        | \$9.95<br>first<br>three filings<br>free |
| <b>On-screen help</b>                           | Yes      | Yes           | Yes                                      |
| <b>E-mail reminders</b>                         | No       | Yes           | No                                       |
| <b>View past returns</b>                        | No       | Yes           | Yes                                      |
| <b>Other languages</b>                          | No       | Spanish       | No                                       |
| <b>Customer service<br/>by phone and e-mail</b> | Yes      | Yes           | Yes                                      |

## **Save this for future use**

**User ID** \_\_\_\_\_

**Personal ID Code** \_\_\_\_\_

Fill in for your convenience and keep this brochure with your tax records.

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**Board website and Member contact  
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